

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Zoning Enforcement Coordinator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Coordinates zoning activities. Manages the issuing of permits and disseminates zoning and flood information.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages zoning enforcement activities by developing work programs, policies and procedures, coordinating zoning enforcement with other activities, and assuming responsibilities in City Planning Manager's absence.
2	L	Provides information to citizens, contractors, builders, and other related parties by interpreting zoning regulations, making presentations to organizations, conducting field investigations, preparing documentation, and coordinating and implementing programs.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in municipal codes administration.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read land use regulations, governmental codes, legal documents, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write letters, reports, and general correspondence.
Managerial	Managerial responsibilities include monitoring performance, addressing land use issues with businesses and developers, and preparing budgetary documents.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, researching data or information, supervision, presentations
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	Inter-office, on field site location
Lifting	F	Office supplies, map books, plans, presentation materials
Carrying	F	Office supplies, map books, plans, presentation materials
Pushing/Pulling	C	Map books, plans
Reaching	O	For plans, books
Handling	C	Office supplies, map books, plans, presentation materials
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	R	Seeing under counters
Crawling	N	
Bending	F	Picking up items off the floor, filing
Twisting	R	In chair
Climbing	R	Stairs
Balancing	R	Carrying plans and books
Vision	C	Computer, desk work, reading, writing, filing, supervision, operation of office equipment, driving
Hearing	C	Telephone, co-workers, staff, supervisor, Neighborhood and Leisure, Health, Planning, Building, Surveys, general public, architects, engineers, real estate agents, contractors, attorneys, civic leagues and various teams, meetings, presentations
Talking	C	Telephone, co-workers, staff, supervisor, Neighborhood and Leisure, Health, Planning, Building, Surveys, general public, architects, engineers, real estate agents, contractors, attorneys, civic leagues and various teams, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, slide projector, micro film reader, overhead projector, Standard Microsoft Windows and Office software, H.T.E., GIS and TPX

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	M
Explosives	M	Wetness/Humidity	M
Communicable Diseases	M	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)